

METRO Classification Description

Title:	Education Specialist II	Bargaining Unit: AFSCME 3580
Job Code:	6037	Established: August 2010
Pay Range:	14	Revised:
FLSA Status:	Non-exempt	

CLASSIFICATION DESCRIPTION

Perform educational activities including coordinating and presenting educational programs and activities to schools, organizations and the general public. Employees in this classification work independently and have regular contact with other education professionals, such as teachers, program coordinators, directors, and principals for the purpose of obtaining information, responding to requests and explaining agency initiatives and programs.

DISTINGUISHING FEATURES

The Education Specialist II is the second level of a three-level classification series. It is distinguished from the Education Specialist I by 1) working independently, and 2) researching, creating, and managing educational programs. May lead work of Education Specialist I.

DUTIES AND RESPONSIBILITIES

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

1. Presents and schedules a variety of formal and non-formal education programming to a variety of audiences, including schools, private and professional organizations, community groups, non-profit and governmental agencies.
2. Researches, creates, and manages a variety of educational programs for a variety of audiences, including information for interpretive displays. Ensures programming has a consistent message and content which advances current agency-wide education initiatives and goals.
3. For some positions at the Oregon Zoo, works with supervisor to establish and execute animal husbandry routines, recordkeeping, assist with animal training, and maintain holding areas and equipment. Handles education animals for programs. May lead the training of animals.
4. Assists with the production of educational and promotional materials that support programs.
5. Trains, schedules, and oversees Education Specialist I, temporary employees, volunteers, and/or interns. Assists with screening applicants.
6. Records and analyzes program data, evaluates effectiveness and modifies programs as necessary.

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7. Writes and oversees assigned contracts, intergovernmental agreements, and public contracts for personal services and program materials and equipment.
8. Assists with the development of guidelines, protocols, policies and procedures for assigned program area.
9. May oversee budget for the assigned program(s).
10. Assists in seeking sponsorships, grant funding, administration, and distribution of grants.
11. Monitors, cleans, repairs, inventories and stores materials, supplies and equipment.
12. May be required to perform duties of Education Specialist I.
13. Assists with the timekeeping of temporary staff and interns.
14. Fulfills Metro's employee values of Public Service, Excellence, Teamwork, Respect, Innovation, and Sustainability. These duties include but are not limited to maintaining positive relationships, respecting diversity of ideas and perspectives of others, and demonstrating sustainable practices.
15. Assists the public, public officials and other employees in a professional and courteous manner.
16. Develops safe work habits and contributes to the safety of self and co-workers.
17. Contributes to a positive team atmosphere.
18. Has regular and punctual attendance.
19. Performs assigned duties during an emergency situation.
20. Other duties as assigned.

JOB SPECIFICATIONS

(These are any combination of education and experience that has provided knowledge, skills and abilities to perform the duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)

Job Preparation

Education and Work Experience

- A minimum of two (2) years of experience conducting public presentations for general audiences.
- Bachelor's degree in field related to program area.
- Or a combination of education and experience which would provide the candidate with the desired skills, knowledge and ability required to perform the job.

Knowledge, Skills and Abilities

- Program and project management
- General teaching and interpretation methods for formal and informal settings
- Specific content knowledge of the concepts used in program area
- Basic principles and practices of educational program development

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- Academic standards, multiple learning styles, natural history interpretation or other relevant area, and other techniques relevant to formal and non-formal learning environments
- Educational organizations, businesses and government agencies affecting education
- Fundamentals of classroom and group management
- Educational planning and program evaluation
- Basic research methods
- Group dynamics and group problem-solving techniques, such as leading meetings, gaining support while dealing with complex subjects, resolving conflicts and reaching consensus
- Statistical reporting
- Use computers and software related to presentation and general office work, and to enter data and run basic reports
- Use interpretive methods and techniques to present before groups of all sizes and backgrounds
- Plan and lead workshops, seminars and other professional training sessions
- Research and present educational programs and projects
- Effectively organize work, manage time, prioritize tasks, and follow both written and oral direction
- Evaluate, improve and expand current programs and participate in creating new programs
- Train, assign and direct the work of interns, temporary staff, volunteer workers and other staff
- Plan and lead workshops, seminars, and other professional training sessions
- Effectively communicate ideas, program concepts and delivery, both orally and in writing
- Apply Federal, State, and local policies, procedures, laws and regulations for respective field
- Use discretion with confidential and sensitive matters
- Fulfill Metro's employee values of Public Service, Excellence, Teamwork, Respect, Innovation, and Sustainability
- Work as a cooperative team member and collaborate and commit to common agency goals and values
- Work in a safe manner and follow Metro safety policies, practices, and procedures
- Perform the assigned duties of the position

Special Requirements

- Successfully pass the background checks and screening requirements of the organization
- Possess a driver's license

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Tools and Equipment Used

- All standard office equipment including but not limited to computer and printer, fax machine and copy machines; computer software including MS based word-processing and spreadsheets
- Drive a vehicle and operate radios for communication

Supervision or Lead Work

- Supervision is received from department supervisory personnel. May receive lead direction from Education Specialist III
- May lead the work of temporary staff, interns, volunteers and Education Specialist I

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Duties are performed in various settings, including indoor and outdoor locations
- Duties may be performed in inclement weather conditions
- May be required to move equipment and distribute supplies
- Duties may require handling animals, including cleaning, training, and feeding

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.